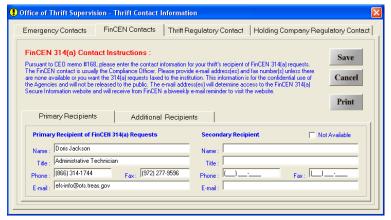
How to use the Electronic Filing Software (EFS) to Update the Financial Crimes Enforcement Network (FinCEN) and Emergency Contacts:

Office of Thrift Supervision

Contact information:

All changes to the FinCEN 314(a) point of contact information must be made within the OTS Electronic Filing System (EFS). The EFS is the software application used to prepare and transmit the Thrift Financial Report and HOLA (Home Owners' Loan Act) 10(i) reports. You can update your information within EFS by clicking on System - Thrift Contact Information from the menu bar and selecting the FinCEN Contacts tab. Upon next data transmission to the OTS, the updated FinCEN point of contact information will be made available to FinCEN. FinCEN contacts will have access to the FinCEN 314(a) website and will be able to download the FinCEN 314(a) information requests.

Inside EFS, click on the System menu drop down, select Thrift Contact Information and the following screen will be available:



Office of Thrift Supervision	- Thrift Contact Informati	on	
Emergency Contacts F	inCEN Contacts Thrift R	egulatory Contact Holdin	g Company Regulatory Contac
The FinCEN contact is usually the are none available or you want the the Agencies and will not be relea	ase enter the contact information for Compliance Officer, Please provice 314(a) requests faxed to the instituted to the public. The e-mail addre	or your thrift's recipient of FinCEN 3 le e-mail address[es] and fax numb tution. This information is for the os ss(es) will determine access to the e-mail reminder to visit the website	er(s) unless there nfidential use of FinCEN 314(a) Cancel
Primary Recipients	Additional Recipier	nts	
Additional Recipient	☐ Not Available	Additional Recipient	Not Available
Name:		Name :	
Title:		Title :	
Phone :	Fax: ()	Phone: ()	Fax: (():
E-mail :		E-mail:	

Saving the contacts will automatically close the Contact screen. To send the updated FinCEN information to the OTS, do the following:

Click on "Transmit" from the main screen

Click on the check box "Send a Message to OTS"

Click "Next"

Click on a check box to choose the report type you want to send the message in for (if the current cycle is closed, use the COF as the report type of the message)

Type in a message: (i.e. Updated FinCEN contact information).

Click "Next"

Click on "EFS Net"

Click on "Login in to OTS via you internet connection"